

WAR AND NAVY DEPARTMENTS AND  
OFFICE OF STRATEGIC SERVICES  
The Joint Intelligence Study Publishing Board  
Washington, D. C.

1 September 1943

JANIS MEMORANDUM No. 12:

Subject: JANIS Figures, Tables and Plans.

1. For the purpose of identification, all maps, charts, sketches, plans, figures, diagrams, and tables required for JANIS are placed in three classes, namely; figures, tables and plans.

a. Figures. All maps, charts, sketches, etc., which are bound in with text or appendix matter, will be designated as Figures. Each Figure will be numbered consecutively within each chapter.

(1) Figure numbers will include the Chapter number and will be shown in the upper right corner of the figure outside the border with the number of the particular JANIS. Example:

Figure II - 4  
JANIS No. 25

In the example, the "II" represents the Chapter number and the "4" the fourth figure in that Chapter.

(2) The reproduced size of single page Figures will be limited to  $8\frac{1}{2} \times 12\frac{1}{2}$  inches including border. This provides for 1 inch binding margin,  $\frac{5}{8}$  inch margin at top and  $\frac{1}{2}$  inch margin on the other edges.

(3) Fold-in Figures should be designed for only one fold if possible, but in exceptional cases may have two folds. In either case the folds will be parallel to the binding edge. For example the reproduced size of a single-fold figure will be limited to  $12\frac{1}{2}$  inches for one dimension, exclusive of margins, with the other dimension limited to  $17\frac{1}{2}$  inches, exclusive of margins. The number of fold-in Figures should be held to a minimum and should not exceed four (4) to a Chapter if practicable.

b. Tables. All tables, ~~the nature of which requires that they be photographed,~~ will be designated as Tables and assigned numbers. The procedure concerning numbering, size, and fold-in of Tables will conform with that for Figures. Example of Table numbering: Table III - 2  
JANIS No. 35

(1) There may be exceptional cases where the nature of Tables requires that they be reproduced in a size larger than that permissible for Figures. In these cases the Tables will be numbered in the regular way, but will be contained in the plans envelope.

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NO CHANGE IN CLASS. ☐  
~~DECLASSIFIED~~  
CLASS. CHANGED TO: TS S G  
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(2) Small Tables which lend themselves to inclusion on the same page with text matter need not be assigned a Table number and should be included with the manuscript copies of the text.

c. Plans.

(1) Specially Prepared Plans. All maps, figures, charts, diagrams and sketches, which are specially prepared for a JANIS, and when reproduced at proper size are too large for inclusion with the text will be designated as Plans.

(a) Plans which concern a specific Chapter will be numbered consecutively within the Chapter, and the number will be shown in the same manner as figure numbers, i.e., "Plan III - 2, JANIS No. 5."

(b) Specially prepared Plans of a general nature and which do not concern any one Chapter will be designated by alphabetical numbering, such as, "Plan A, JANIS No. 6."

(2) Standard Edition Maps and Charts. All maps which are of standard edition type, such as, H.O. Charts, Aeronautical Charts, Corps of Engineers City Plans, etc., and which do not require overprinting will be contained in the plans envelope and will be assigned identifying symbols by JISPB.

2. Each Figure, Table and Plan is to carry a title for quick identification. Figures and Tables which consist of more than one sheet concerning the same subject will carry the title on each successive sheet followed by the word "continued." Each successive sheet will carry the Figure or Table number followed by "a," "b," etc.

3. In all cases the titles for Figures, Tables and Plans will be contained within the borders.

4. The credit line listing the agency or agencies directly responsible for the preparation of any Figure, Table or Plan will be in small type in the lower left corner outside the border. Example of credit line: "Prepared by Beach Erosion Board, Corps of Engineers, No. 679, Aug. 1943."

5. All Figures, Tables and Plans (except standard edition maps) are to be drafted in final form for photography by the contributing agency.

a. The amount of enlargement or reduction is to be indicated on the face of each item outside the border. This should consist of a dimension indicated with blue pencil and the value in inches and tenths of inches to which it is to be enlarged or reduced.

b. The scale to which the item is to be reproduced is to be placed on the face of the map to relieve the lithographer of responsibility for any error in the scale shown on the finished product.

c. Complete specifications for reproduction are to be attached to the back of each Figure, Table and Plan. Specifications should include: The number, title, scale of reproduction, colors involved, dimension to be reduced or enlarged, value of the reduced or enlarged dimension, binding margin, and trim size.

6. When all the Figures, Tables and Plans are prepared for any one Chapter, the original drawings or good quality photoprints at same scale are to be turned over to the Cartographic Committee for checking and forwarding to the JISPB.

The Joint Intelligence Study Publishing Board:

/s/ Vaughn Bailey  
Commander, USN

/s/ George H. Kountz  
Major, General Staff Corps

/s/ Kirk H. Stone  
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